

ATTACHMENT 1

SPECIFICATIONS AND PERFORMANCE REQUIREMENTS
FOR JANITORIAL SERVICES

CVG ATCT, COVINGTON, KY

1. Premises to be Serviced are as follows:
 - a. Air Traffic Control Tower Shaft and Tower Cab
 - b. Base Building
 - c. Floor area and type - approximately 22,040 square feet
 - (1) Tile - 3, 140 square feet
 - (2) Carpet - 17,000 square feet
 - (3) Concrete - 2,000 square feet
 - d. Glass Areas:
 - (1) Interior and Exterior Tower Cab - 1,728 square feet
 - (2) All others - 5,500 square feet
 - e. Rest Rooms - 6 each
 - f. Stairways - 3 each
 - g. Kitchens - 2 each
 - h. Glass Doors - 8 each (6 single, 2 double)
2. General Conditions of Work:
 - a. The contractor shall furnish all labor and supplies of good commercial grade, acceptable to the Contracting Officer's Representative (COR). This includes, but is not limited to: tools and appliances, brooms, mops, applicators, waxes, soaps, toilet supplies, seat covers, urinal cakes, paper towels for kitchenette and toilets, and polishes. The contractor must furnish Material Data Safety Sheets (MSDS) for all chemicals, cleaning supplies, waxes, wax removers, etc. which are brought into the building.
 - b. All janitorial service shall be performed between the hours of 6:00 p.m. and 6:00 a.m. However, window cleaning shall be done during daylight hours only. Carpet vacuuming will be coordinated with the Air Traffic Manager or Supervisor on duty.

c. All work shall be performed in a workmanlike manner and with a minimum of interference with the activities of FAA personnel.

d. All work performed under this contract shall be acceptable to the Contracting Officer's Representative.

e. Storage space for normal janitorial supplies will be furnished to the Contractor. This area is to be kept neat and orderly.

f. All cleaning personnel must be contractor badged by the FAA Security Division. A list of the cleaning personnel will be provided to the COR, who will provide copies to the AF Systems Service Center Manager and the AT Tower Manager. NO other persons will be allowed in the building without prior approval.

g. The contractor shall provide for a local area supervisor who will meet with the COR periodically to do an on-site review of the work being performed. This person will also act as the local point of contact for immediate resolution of problem areas.

h. The contractor shall provide for pest control inside the entire base building and tower. The following insects shall be controlled, crawling insects, mice, rats, and flying insects such as bees and flies.

The application of the pest control must be accomplished by a state certified company using only insecticides and/or materials approved by the Environmental Protection Agency, US Public Health Services or US Bureau of Entomology and Plant Quarantine.

The pest control application will be administered at least once a month with additional service calls as a result of covered infestations at no additional cost to the FAA.

Applications can be applied during daytime or in junction with the janitorial service.

i. The contractor shall provide dumpster service for the FAA Control Tower. The dumpster shall be an 8 cubic yard front loader and removal service will be twice weekly.

3. General Schedule of Work:

a. Daily work is to be performed once each day, Monday through Sunday, including holidays.

b. Weekly, bi-weekly and monthly work is to be performed on whatever day of the week the Contractor chooses (Monday through Sunday), with the exception of the Tower Cab window washing (see below) provided that the periods between performance of this work are of approximately equal duration.

- c. Bi-monthly work is to be performed in October, December, February, April, June and August.
- d. Quarterly work is to be performed in August, November, February, and May.
- e. Semi-annual work is to be performed in October and April.
- f. Annual work is to be performed in July.
- g. **Contractor must indicate monthly to COTR, which bi-monthly, quarterly; semi-annual or annual work has been done that month.**

4. Detailed Schedule and Specifications of Work:

Follow attached Required Cleaning and Frequency Schedule.

a. Room and Floor Cleaning

- (1) Dust all parts of offices, office areas, and adjacent corridors that can be reached from floor level. (This does not include electronic equipment.) Desks should be dusted only if cleaned off by using persons. Blackboards should be washed only if completely erased.
- (2) Clean drinking fountains.
- (3) Empty ashtrays and wipe clean.
- (4) Empty wastebaskets.
- (5) Dust mop all tiled floor areas, including exposed floor areas under furniture and equipment, use chemically treated mop or dust-down material.
- (6) Vacuum all carpeted areas with industrial type cleaner.
- (7) As needed, remove carpet stains that are of a minor nature, difficult stains will be commercially removed.
- (8) Spot clean walls, panels and doors daily.
- (9) Clean top elevator landing and sweep down stairways between top elevator landing and tower cab and from ground level to elevator equipment.
- (10) Kitchenettes - clean counter daily, spot clean walls, vending machines and refrigerators daily, sinks and counter tops daily. Replenish paper towels daily.

(11) In ready rooms and tower cab, clean interior of microwave ovens daily.

(12) Clean elevator door tracks weekly.

(13) Damp mop all tile floors.

(a) Damp mop all tiled floor areas including floor under furniture and equipment. Use clean mop dampened with a solution of synthetic detergent and clean cool water. Stubborn dirt will be removed with steel wool (grade #1) of any of the zero (0) grades, or nylon pads of the fine grade. Wipe dry and remove detergent from baseboards, furniture legs and bases. Rinse with clean damp mop and clean cool water.

(b) Spray and machine buff all tiled floors using soft polishing brush., #00 steel wool or synthetic polishing pad. Temper overall floor luster to uniform appearance. Do not apply over soil, smudges, or stains.

(15) Toilet Cleaning:

(a) Empty trash receptacles and clean completely.

(b) Replenish all supplies.

© Clean wash basins, water closets, urinals, and mirrors, wet mop and disinfect floors and walls, polish metal work, clean toilet bowl and urinal with cleaning solution and bowl brush.

(16) Paper and Trash Collection:

(a) Pick up and remove trash from building to dumpster. (This includes combustible material such as boxes, cartons, packing and shipping materials.)

(17) Outside Entrance Areas:

(a) Police, pick-up paper and other debris daily. Empty and clean outside ashtrays daily.

(b) Police parking lot monthly and sweep parking lot semi-annually.

Policing includes collection and removing all loose paper, trash, rubbish, empty bottles and other discarded materials, removing wads of gum, spots of tar and other sticky substances from the floors; keeping the san urns in a neat and presentable condition; tidying up as necessary any drinking fountains and glass surfaces located within the area being policed, mopping up any wet areas that may occur during bad weather or through spillage of liquids.

(18) Window Washing - ATCT Cab

(a) Wash windows on inside and outside using a solution that will not freeze on the outside. Cleaners and detergents which leave a film, streak, or stain will not be used. If a wet brush and squeegee method is used, provide drop cloths to protect the equipment and window ledge from dripping and stains.

(b) This should be done on Saturday, whenever possible and coordinated with the Tower Supervisor as to period of lesser activity.

© Tower cab windows will be washed monthly on the inside and outside, all year round.

(19) Tower Cab Sunshade Cleaning

(a) The normally exposed bottom area of shades shall be dusted or cleaned using a soft cloth (diaper or similar) or chamois that has been dampened with a non-abrasive liquid cleaner. When dusting, the worker shall wear clean cloth gloves or keep a soft cloth in both hands to prevent smudging with fingerprints.

NOTE: If unable to clean properly in their normal position, the shades shall be removed for cleaning. Extreme caution shall be used to prevent scratching, wrinkling, or otherwise damaging the plastic material. If removed, each shade shall be returned to its original position.

(b) Cleaning procedure: Tiny areas (not over one square foot at a time) must be worked in a circular motion. Squirt cleaner on to shade, rub hard with soft cloth without crinkling or denting shade, usually by pushing it up against the window. Dry immediately with a paper towel. Some cleaners will "milk up" if allowed to dry on the shade.

5. Semi-annual work:

a. Window washing - base building (October and April)

(1) Windows will be washed inside and out with cleaners and/or detergents, which do not leave film, streaks or cause stains. Floors and furniture will be protected and window ledges wiped clean.

b. Floor Waxing (October and April)

(1) Strip and rewax all tiled floors, using a non-skid wax. Remove wax residue from baseboards, furniture legs and bases.

c. High Cleaning (July)

(1) Clean lights, vents, grilles, exposed pipes and other objects high enough to require a ladder to reach. This includes all areas in the building.

d. Room Cleaning (July)

(1) Shampoo and wet vacuum all carpeted floors. Work is to be done with accepted standard carpet cleaning practices.

(2) Wash wastebaskets in a solution of water, synthetic detergent, odor counteracting and disinfect. Rinse, dry and replace liners.

(3) Furniture to be washed down or polished as applicable. All fabric-covered items shall be vacuumed.

6. Annual.

a. Room Cleaning

(1) Vacuum dust acoustical ceiling with a soft brush attachment.

(2) Wash light fixtures using a mild detergent solution; wipe with a damp cloth, dry using a soft cloth.

(3) Wash painted and ceramic tile walls and partitions. Furniture is to be moved and protected. Dust, then lightly wet the section being washed. Beginning at the top, wash with a solution of warm water and synthetic detergent; use a circular motion. Rinse using a germicidal chemical rinse.

7. Materials:

a. Contractor will furnish all plastic container liners for the trashcans, toilet supplies, and paper towels for kitchenettes.

8. Special Instructions:

- a. Vacuum all areas monthly.
- b. Damp wipe tables in Ready Rooms weekly.
- c. **Contractor must indicate monthly to COTR, which bi-monthly, quarterly, semi-annual or annual work has been done that month.**

REQUIRED CLEANING AND FREQUENCY SCHEDULE

COVINGTON, KY ATCT

1. Electronic Equipment Rooms:
 - a. Vacuum/Sweep/Dust Mop Floors D2
 - b. Mop/Wax/Buff Tile Floor Q
 - c. Mop/Strip/Wax/Buff Tile Floor A
 - d. Collect Paper and Trash D7*
 - e. Spot Clean Wall/Partitions Q
 - f. Clean Light Fixtures and Spot-Clean Walls and Ceiling A
 - g. Dust Q
 - h. Shampoo Carpet SA
2. ATCT (Level V)
 - a. Vacuum Carpet D7*
 - b. Shampoo Carpet SA
 - c. Collect Paper and Trash D7*
 - d. Spot Clean Walls/Partitions Q*
 - e. Vacuum/Clean Furniture Q
 - f. Clean Light Fixtures and Spot-Clean Walls and Ceiling A
 - g. Dust W
 - h. Wash Windows (Inside) M
 - i. Wash Windows (Outside) M
 - j. Clean Sunshades M
 - k. Appliance Cleaning M
 - l. Vacuum fiber wall panels Q
 - m. Clean Glass Console Tops D7*
3. TRACON/ETG (Level V)
 - a. Vacuum Carpet D7*
 - b. Shampoo Carpet SA
 - c. Collect Paper and Trash D7*
 - d. Spot Clean Walls/Partitions Q*
 - e. Vacuum/Clean Furniture Q
 - f. Clean Light Fixtures and Spot-Clean Walls and Ceiling A
 - g. Dust W
 - h. Vacuum fiber wall panels Q

4. OFFICES - Less than 12 hours use

a.	Vacuum Carpet	D2
b.	Shampoo Carpet	A
c.	Vacuum/Sweep/Dust Mop Floor	D2
d.	Collect Paper and Trash	D5
e.	Spot Clean Wall/Partitions	Q
f.	Vacuum/Clean Furniture	SA
g.	Clean Light Fixtures and Spot-clean walls and ceilings	A
h.	Dust	M
i.	Wash Windows (Inside)	S/A
j.	Wash Windows (Outside)	S/A
k.	Clean Vertical Blinds	A
l.	Clean Glass Walls	M

5. Toilets - (8-16 hour heavy use - Level V)

a.	Mop Floor	D7*
b.	Clean Plumbing Fixtures, Mirrors, Counters and Sinks	D7*
c.	Collect Paper and Trash	D7*
d.	Spot Clean Wall/Partitions	W
e.	Replenish Soap and Paper, Urinal cakes and seat covers	D7*
f.	Clean Light Fixtures and Spot Clean Ceiling	Q
g.	Dust	W
h.	Clean Bright Metal	W
i.	Wash Walls	Q*
j.	Scrub Tile Floors	SA*

6. Corridor (Heavy Use)

a.	Vacuum/Sweep/Dust Mop Floors	D7*
b.	Mop/Spray Buff Tile Floor	D2
c.	Mop/Wax/Buf Tile Floor	Q*
d.	Mop/Strip/Wax/Buf Tile Floor	SA
e.	Clean Plumbing Fixtures, Mirrors, Counters and Sinks	D7*
f.	Collect Paper and Trash	D7*
g.	Spot Cleaning Walls/Partitions	BW
h.	Clean Light Fixtures and Spot-Clean Walls and Ceiling	A
i.	Dust	BW
j.	Wash Windows (Inside)	S/A
k.	Wash Windows (Outside)	S/A
l.	Clean Glass Walls	BW
m.	Clean Glass Doors	W
n.	Clean Bright Metal	BW
o.	Shampoo Carpet	SA

7. Stairwell (Light Use)
 - a. Vacuum/Sweep/Dust Mop Floor D2
 - b. Mop/Spray Buff Tile Floor BW
 - c. Mop/Strip/Wax/Buff Tile Floor A
 - d. Spot Clean Walls/Partitions Q
 - e. Clean Light Fixtures and Spot Clean Walls and Ceiling M
 - f. Dust M
 - g. Vacuum/Sweep Floor and Steps M
8. Training/Conference Room
 - a. Vacuum Carpet D2
 - b. Shampoo Carpet SA
 - c. Collect Paper and Trash D5
 - d. Spot Clean Walls/Partitions Q
 - e. Vacuum/Clean Furniture SA
 - f. Clean Light Fixtures and Spot-Clean Walls and Ceiling A
 - g. Dust M
 - h. Wash Windows (Inside) S/A
 - i. Wash Windows (Outside) S/A
 - j. Clean Vertical Blinds A
9. Storage/Receiving Room/Corridor
 - a. Vacuum/Sweep/Dust Mop Tile Floor D2
 - b. Mop/Wax/Buff Tile Floor Q
 - c. Mop/Strip/Wax/Buff Tile Floor A
 - d. Collect Paper and Trash D7*
 - e. Spot clean Walls/Partitions A
 - f. Clean Light Fixtures and Spot-Clean Walls and Ceiling A
 - g. Dust M
10. Outside Entrance/Patio/Dock Areas
 - a. Empty and Clean Outside Ashtrays W
 - b. Police W2
11. Passenger Elevator Cab
 - a. Vacuum Floor D2
 - b. Spot Clean Walls/Partitions W
 - c. Clean Light Fixtures and Spot-Clean A
 - d. Dust W
 - e. Clean Bright Metal M
 - f. Shampoo Carpet SA

12. Janitorial Room

- | | | |
|----|---|---|
| a. | Mop floor | M |
| b. | Clean Plumbing Fixtures, Mirrors, Counters and Sinks | M |
| c. | Clean Light Fixtures and spot-clean Walls and Ceiling | A |
| d. | Vacuum/Sweep Floor | M |
| e. | Mop/Wax/Buff Floor | Q |
| f. | Mop/Strip/Wax/Buff Floor | A |

13. Kitchenettes/Ready Rooms

- | | | |
|----|---|-----|
| a. | Vacuum/Sweep/Dust Mop Tile Floor | D7* |
| b. | Mop/Spray Buff Tile Floor | BW |
| c. | Mop/Wax/Buff Tile Floor | Q |
| d. | Mop/Strip/Wax/Buff Tile Floor | A |
| e. | Clean Plumbing Fixtures, Mirrors, Counters, and Sinks | D7* |
| f. | Collect Paper and Trash | D7* |
| g. | Spot Clean Walls/Partitions | D7* |
| h. | Replenish Soap and Paper | D7* |
| i. | Clean Light Fixtures and Spot-Clean Walls and Ceiling | A |
| j. | Dust | BW |
| k. | Clean Bright Metal | BW |
| l. | Police | W |
| m. | Appliance Cleaning | D7 |

14. Air Conditioning/Boiler Room/Engine Generator

- | | | |
|----|---------------------|---|
| a. | Clean/Sweep Floor | M |
| b. | Collect Paper/Trash | W |

15. TELCO Room

- | | | |
|----|---|----|
| a. | Vacuum/Sweep/Dust Mop Floor | W |
| b. | Mop/Wax/Buff Tile Floor | Q |
| c. | Mop/Strip/Wax/Buff Tile Floor | SA |
| d. | Collect Paper and Trash | W |
| e. | Spot Clean Walls | A |
| f. | Clean Light Fixtures and Spot-Clean Walls and Ceiling | A |
| g. | Dust | Q |

16. Smoking Shelter

- | | | |
|----|----------------------------------|----|
| a. | Vacuum/Sweep/Dust Mop Tile Floor | D7 |
| b. | Mop/Spray Buff Tile Floor | D2 |
| c. | Mop/Wax/Buf Tile Floor | Q |
| d. | Mop/Strip/Wax/Buf Tile Floor | SA |
| e. | Empty Trash Receptacles | D7 |
| f. | Wash Windows (Inside) | W |
| g. | Wash Windows (Outside) | M |
| h. | Wash Walls/Doors | D7 |
| i. | Empty and Clean Ashtrays | D7 |

17. Tower Shaft Unoccupied Rooms and Elevator/Equipment Room

- | | | |
|----|------------------------------|----|
| a. | Vacuum/Sweep Concrete Floors | SA |
|----|------------------------------|----|

18. Guard Shelter

- | | | |
|----|-----------------------------------|----|
| a. | Vacuum/Sweep/Dust Mop Tile Floor | D7 |
| b. | Empty Trash Receptacles | D7 |
| c. | Spot clean walls/partitions | M |
| d. | Clean light fixtures and fixtures | Q |
| e. | Dust | D7 |
| f. | Wash Windows (Inside) | M |
| g. | Wash Windows (Outside) | M |
| h. | Clean Sunshades | M |
| i. | Mop Floors | D2 |
| j. | Wash doors/walls | M |
| k. | Empty and Clean Ashtrays | M |
| l. | Sanitized Wiping of Counters | D7 |

Abbreviations:

A	=	Annual
SA	=	Semi-Annually
Q	=	Quarterly
BM	=	Every other month
M	=	Monthly
W/M	=	Weekly and monthly requirements
BW	=	Twice weekly
W	=	Weekly
D2	=	Daily, two days per week
D5	=	Daily, five days per week
D7	=	Daily, seven days per week

*Asterisk items are deviations from Order 4660.1, SO SUP 7. Increased frequencies are required to keep the facility clean and neat due to the number of people who use these areas.

***ATCT Tower Cab windows will be washed monthly on the inside and outside.

SCHEDULE OF DEDUCTIONS

REQUIRED CLEANING AND FREQUENCY SCHEDULE

COVINGTON, KY ATCT

1. Electronic Equipment Rooms:

- | | | | |
|----|---|-----|-------|
| a. | Vacuum/Sweep/Dust Mop Floors | D2 | _____ |
| b. | Mop/Wax/Buff Tile Floor | Q | _____ |
| c. | Mop/Strip/Wax/Buff Tile Floor | A | _____ |
| d. | Collect Paper and Trash | D7* | _____ |
| e. | Spot Clean Wall/Partitions | Q | _____ |
| f. | Clean Light Fixtures and Spot-Clean Walls and Ceiling | A | _____ |
| g. | Dust | Q | _____ |
| h. | Shampoo Carpet | SA | _____ |

2. ATCT (Level V)

- | | | | |
|----|---|-----|-------|
| a. | Vacuum Carpet | D7* | _____ |
| b. | Shampoo Carpet | SA | _____ |
| c. | Collect Paper and Trash | D7* | _____ |
| d. | Spot Clean Walls/Partitions | Q* | _____ |
| e. | Vacuum/Clean Furniture | Q | _____ |
| f. | Clean Light Fixtures and Spot-Clean Walls and Ceiling | A | _____ |
| g. | Dust | W | _____ |
| h. | Wash Windows (Inside) | M | _____ |
| i. | Wash Windows (Outside) | M | _____ |
| j. | Clean Sunshades | M | _____ |
| k. | Appliance Cleaning | M | _____ |
| l. | Vacuum fiber wall panels | Q | _____ |
| m. | Clean Glass Console Tops | D7* | _____ |

3. TRACON/ETG (Level V)

- | | | | |
|----|---|-----|-------|
| a. | Vacuum Carpet | D7* | _____ |
| b. | Shampoo Carpet | SA | _____ |
| c. | Collect Paper and Trash | D7* | _____ |
| d. | Spot Clean Walls/Partitions | Q* | _____ |
| e. | Vacuum/Clean Furniture | Q | _____ |
| f. | Clean Light Fixtures and Spot-Clean Walls and Ceiling | A | _____ |
| g. | Dust | W | _____ |
| h. | Vacuum fiber wall panels | Q | _____ |

4. OFFICES - Less than 12 hours use

a.	Vacuum Carpet	D2	_____
b.	Shampoo Carpet	A	_____
c.	Vacuum/Sweep/Dust Mop Floor	D2	_____
d.	Collect Paper and Trash	D5	_____
e.	Spot Clean Wall/Partitions	Q	_____
f.	Vacuum/Clean Furniture	SA	_____
g.	Clean Light Fixtures and Spot-clean walls and ceilings	A	_____
h.	Dust	M	_____
i.	Wash Windows (Inside)***	S/A	_____
j.	Wash Windows (Outside)***	S/A	_____
k.	Clean Vertical Blinds	A	_____
l.	Clean Glass Walls	M	_____

5. Toilets - (8-16 hour heavy use - Level V)

a.	Mop Floor	D7*	_____
b.	Clean Plumbing Fixtures, Mirrors, Counters and Sinks	D7*	_____
c.	Collect Paper and Trash	D7*	_____
d.	Spot Clean Wall/Partitions	W	_____
e.	Replenish Soap, Paper, Urinal Cakes and Seat Covers	D7*	_____
f.	Clean Light Fixtures and Spot Clean Ceiling	Q	_____
g.	Dust	W	_____
h.	Clean Bright Metal	W	_____
i.	Wash Walls	Q*	_____
j.	Scrub Tile Floors	SA*	_____

6. Corridor (Heavy Use)

a.	Vacuum/Sweep/Dust Mop Floors	D7*	_____
b.	Mop/Spray Buff Tile Floor	D2	_____
c.	Mop/Wax/Buf Tile Floor	Q*	_____
d.	Mop/Strip/Wax/Buf Tile Floor	SA	_____
e.	Clean Plumbing Fixtures, Mirrors, Counters and Sinks	D7*	_____
f.	Collect Paper and Trash	D7*	_____
g.	Spot Cleaning Walls/Partitions	BW	_____
h.	Clean Light Fixtures and Spot-Clean Walls and Ceiling	A	_____
i.	Dust	BW	_____
j.	Wash Windows (Inside)***	S/A	_____
k.	Wash Windows (Outside)***	S/A	_____
l.	Clean Glass Walls	BW	_____
m.	Clean Glass Doors	W	_____
n.	Clean Bright Metal	BW	_____
o.	Shampoo Carpet	SA	_____

7. Stairwell (Light Use)

- | | | | |
|----|---|----|-------|
| a. | Vacuum/Sweep/Dust Mop Floor | D2 | _____ |
| b. | Mop/Spray Buff Tile Floor | BW | _____ |
| c. | Mop/Strip/Wax/Buff Tile Floor | A | _____ |
| d. | Spot Clean Walls/Partitions | Q | _____ |
| e. | Clean Light Fixtures and Spot Clean Walls and Ceiling | M | _____ |
| f. | Dust | M | _____ |
| g. | Vacuum/Sweep Floor and Steps | M | _____ |

8. Training/Conference Room

- | | | | |
|----|---|-----|-------|
| a. | Vacuum Carpet | D2 | _____ |
| b. | Shampoo Carpet | SA | _____ |
| c. | Collect Paper and Trash | D5 | _____ |
| d. | Spot Clean Walls/Partitions | Q | _____ |
| e. | Vacuum/Clean Furniture | SA | _____ |
| f. | Clean Light Fixtures and Spot-Clean Walls and Ceiling | A | _____ |
| g. | Dust | M | _____ |
| h. | Wash Windows (Inside)*** | S/A | _____ |
| i. | Wash Windows (Outside)*** | S/A | _____ |
| j. | Clean Vertical Blinds | A | _____ |

9. Storage/Receiving Room/Corridor

- | | | | |
|----|---|-----|-------|
| a. | Vacuum/Sweep/Dust Mop Tile Floor | D2 | _____ |
| b. | Mop/Wax/Buff Tile Floor | Q | _____ |
| c. | Mop/Strip/Wax/Buff Tile Floor | A | _____ |
| d. | Collect Paper and Trash | D7* | _____ |
| e. | Spot clean Walls/Partitions | A | _____ |
| f. | Clean Light Fixtures and Spot-Clean Walls and Ceiling | A | _____ |
| g. | Dust | M | _____ |

10. Outside Entrance/Patio/Dock Areas

- | | | | |
|----|----------------------------------|----|-------|
| a. | Empty and Clean Outside Ashtrays | W | _____ |
| b. | Police | W2 | _____ |

11. Passenger Elevator Cab

- | | | | |
|----|-------------------------------------|----|-------|
| a. | Vacuum Floor | D2 | _____ |
| b. | Spot Clean Walls/Partitions | W | _____ |
| c. | Clean Light Fixtures and Spot-Clean | A | _____ |
| d. | Dust | W | _____ |
| e. | Clean Bright Metal | M | _____ |

- f. Shampoo Carpet SA _____
12. Janitorial Room
- a. Mop floor M _____
- b. Clean Plumbing Fixtures, Mirrors, Counters and Sinks M _____
- c. Clean Light Fixtures and spot-clean Walls and Ceiling A _____
- d. Vacuum/Sweep Floor M _____
- e. Mop/Wax/Buff Floor Q _____
- f. Mop/Strip/Wax/Buff Floor A _____
13. Kitchenettes/Ready Rooms
- a. Vacuum/Sweep/Dust Mop Tile Floor D7* _____
- b. Mop/Spray Buff Tile Floor BW _____
- c. Mop/Wax/Buff Tile Floor Q _____
- d. Mop/Strip/Wax/Buff Tile Floor A _____
- e. Clean Plumbing Fixtures, Mirrors, Counters, and Sinks D7* _____
- f. Collect Paper and Trash D7* _____
- g. Spot Clean Walls/Partitions D7* _____
- h. Replenish Soap and Paper D7* _____
- i. Clean Light Fixtures and Spot-Clean Walls and Ceiling A _____
- j. Dust BW _____
- k. Clean Bright Metal BW _____
- l. Police W _____
- m. Appliance Cleaning D7 _____
14. Air Conditioning/Boiler Room/Engine Generator
- a. Clean/Sweep Floor M _____
- b. Collect Paper/Trash W _____
15. TELCO Room
- a. Vacuum/Sweep/Dust Mop Floor W _____
- b. Mop/Wax/Buff Tile Floor Q _____
- c. Mop/Strip/Wax/Buff Tile Floor SA _____
- d. Collect Paper and Trash W _____
- e. Spot Clean Walls A _____
- f. Clean Light Fixtures and Spot-Clean Walls and Ceiling A _____
- g. Dust Q _____

16. Smoking Shelter

- | | | | |
|----|----------------------------------|----|-------|
| a. | Vacuum/Sweep/Dust Mop Tile Floor | D7 | _____ |
| b. | Mop/Spray Buff Tile Floor | D2 | _____ |
| c. | Mop/Wax/Buf Tile Floor | Q | _____ |
| d. | Mop/Strip/Wax/Buf Tile Floor | SA | _____ |
| e. | Empty Trash Receptacles | D7 | _____ |
| f. | Wash Windows (Inside) | W | _____ |
| g. | Wash Windows (Outside) | M | _____ |
| h. | Wash Walls/Doors | D7 | _____ |
| i. | Empty and Clean Ashtrays | D7 | _____ |

17. Tower Shaft Unoccupied Rooms and Elevator/Equipment Room

- | | | | |
|----|------------------------------|----|-------|
| a. | Vacuum/Sweep Concrete Floors | SA | _____ |
|----|------------------------------|----|-------|

18. Guard Shelter

- | | | | |
|----|-----------------------------------|----|-------|
| a. | Vacuum/Sweep/Dust Mop Tile Floor | D7 | _____ |
| b. | Empty Trash Receptacles | D7 | _____ |
| c. | Spot clean walls/partitions | M | _____ |
| d. | Clean light fixtures and fixtures | Q | _____ |
| e. | Dust | D7 | _____ |
| f. | Wash Windows (Inside) | M | _____ |
| g. | Wash Windows (Outside) | M | _____ |
| h. | Clean Sunshades | M | _____ |
| i. | Mop Floors | D2 | _____ |
| j. | Wash doors/walls | M | _____ |
| k. | Empty and Clean Ashtrays | M | _____ |
| l. | Sanitized Wiping of Counters | D7 | _____ |

Abbreviations:

A	=	Annual
SA	=	Semi-Annually
Q	=	Quarterly
BM	=	Every other month
M	=	Monthly
W/M	=	Weekly and monthly requirements
BW	=	Twice weekly
W	=	Weekly
D2	=	Daily, two days per week
D5	=	Daily, five days per week
D7	=	Daily, seven days per week

*Asterisk items are deviations from Order 4660.1, SO SUP 7. Increased frequencies are required to keep the facility clean and neat due to the number of people who use these areas.

***ATCT Tower Cab windows will be washed monthly on the inside and outside.

JANITORIAL SERVICES CHART

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